

# **Data Standard Dual Credit Course**

## **Rev. 11/21/2022**

### **Ownership and History**

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#### **Revision history**

##### **November 21, 2022**

- Added information on Dual Credit College Professor Placeholder in the Staff History section.

##### **August 27, 2021**

- Updated hyperlinks to Postsecondary Readiness-Academic Readiness Guidance document
- Updated language within the document to Postsecondary Readiness (formerly Transition Readiness)
- Added information to the table on pages 5-6 for Dual Credit Course not qualifying for Career or Academic Readiness to note that course 909999 (School-Defined Course) is ineligible for the Dual Credit Scholarship program.

##### **June 16, 2020**

- Added related reports

##### **June 10, 2020**

- Updated hyperlinks

##### **October 17, 2019**

- Added information to the table on Page 6 regarding dual credit courses taken out of state.

##### **August 23, 2019**

- Added information to the table on Page 6 for Academic Readiness Dual Credit Courses to clarify which course code to use.

##### **June 6, 2019**

- In the dual credit table, added “C” as the minimum grade for a student to achieve benchmark in dual credit for Transition Readiness in the Accountability system.

##### **April 11, 2019**

- Added Work Ready and Dual Credit Scholarship to the dual credit table.

##### **February 22, 2018**

- Clarified guidance under “Course Name”
- Clarified guidance under “State Code”

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- Added clarification under “Difficulty Level” that 950001 Dual Credit Placeholder should not be marked as DC

### **September 27, 2018**

- Fixed broken legislative links and added Work Ready Scholarship to Dual Credit Scholarship report. Removed guidance requiring separate courses in IC for co-mingled dual credit courses.

### **July 11, 2018**

- Added 11: Spanish Immersion and 12: French Immersion to Instructional Settings

### **February 16, 2018**

- Roster Batch Edit Tab – Dual Credit Dropdown
- Separate lab course is not required for the Dual Credit Scholarship program
- Dual credit placeholder course code added for the 2018-19 school year: [Guiding Principles for Using Course Code 950001 Dual Credit Placeholder](#)
- Replaced all academic dual credit course codes for the 2N018-19 school year
- New naming convention for dual credit

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### Overview

#### Description

Dual credit is defined in [KRS 158.007\(8\)](#) as “a college–level course of study developed in accordance with [KRS 164.098](#) in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study.”

#### Regulation citation(s)

- [KEES – 11 KAR 15:090](#)
- [KRS 164.786 Dual Credit Scholarship Statute](#)
- [703 KAR 5:270](#), Kentucky’s Accountability System.

#### Data use

- KEES bonus for dual credit courses
- Dual Credit Scholarship (DCS) Report
- Local Education Assignment Data (LEAD) Reporting
- Postsecondary Readiness Indicator within Kentucky’s Accountability System

#### Related ad-hoc filters and reports

*Path: Ad Hoc Reporting / Data Export / State Published*

- **curriculum** *Dual Credit Courses* - to verify dual credit course setup
- **student** *Dual Credit Indicator on Roster* - to verify dual credit indicated on roster for course with dual credit and non-dual credit students
- **student** *Dual Credit on Roster Missing from Transcript* - to verify dual credit indicated on transcript for mixed courses
- **student** *Transcript Entries without a State Course Code* - to identify transcript entries needing state codes for accountability reporting

*Path: KY State Reporting / KDE Reports /*

- *A\_Advanced Coursework* To produce aggregated Opportunity and Access information for advanced coursework and the supporting student level detail ([Quick Reference Card](#))
- *Dual Credit Scholarship* To verify and create Dual Credit and Work Ready Scholarship file for submission to KHEAA ([Quick Reference Card](#))
- *Adv Courses and Exams* To provide aggregated and detail data for students taking advanced coursework. The data includes the number of students taking a course and completing a course. Also, for AP, IB and CAI courses includes the number of students taking the corresponding exam and receiving a qualifying score on the exam; for Dual Credit courses includes the number of students with a qualifying score (qualifying grade in the course is a C or above).([Quick Reference Card](#))
- *QA Courses* To assist with quality assurance review of active courses with a section scheduled. ([Quick Reference Card](#))

#### Training

[Course Data Standard](#)

[KSIS-KHEAA webpage](#)

[Dual Credit webpage](#)

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### Additional Guidance

- [Virtual Performance-Based Course Set-Up and Attendance Verification](#)
- If you are working with a Career and Technical Center using the KTS data exchange, the courses pulled from the KTS course catalog will not include dual credit indicators. When notified by the CTE Center that the course is dual credit, update course information per the dual credit data standard.
- Review Section B if you have dual credit and non-dual credit students in the same section of a course when an academic dual credit state code is not required.

## Section A – Dual Credit Course

### Campus Path: Scheduling / Courses

**BIO112 HCTC BIO 112 HCTC Into to Biology**

Course Sections Grading Tasks Standards Categories Grade Calc Options Course Rules

Save Delete Push To Sections

**Course Information**

CourseID 27289

\*Number BIO112 HCTC \*Name BIO 112 HCTC Into to Biology

Course Master Linked

Standards-based ☐ Active ☒ External LMS Exclude ☐

Course-Only Curriculum ☐

Subject Type

State Code 800041 Department

Schedule Load Priority Max Students

Terms 0 Schedules 0 Periods 0 Sections to Build 1

Section Template Group

GPA Weight 1 Bonus Points ☐ Transcript ☒ Required ☐

Type P: Performance

Difficulty Level DC: Dual Credit

Responsive ☐ Activity

Homeroom ☐ Allow student requests ☐ Allow teacher requests/recommendations ☐ Hide Standards On Portal/Campus Student ☐ Repeatable ☐ Attendance ☐ Unit Attendance ☐

Instructional Time 0

Teaching Method 12: Dual Credit - College Offered

Instructional Setting 03: Offsite College

Comments

- Modified by: Administrator, System 02/07/2018 12:46

**Description**

**Custom Data Elements**

DCS School 00696200: Hazard Comm & Tech College

DCS Lab Indicator ☐

For complete details on defining a course, see the [Course Data Standard](#). This document only addresses items specific to dual credit course setup.

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Each dual credit course per post-secondary institution should be set up as a separate course in Infinite Campus.

**Name:** The first nine characters must be the course abbreviation from the postsecondary institution. Each participating postsecondary institution defines the course short name and number. Please refer to each institution's undergraduate catalog when naming a dual credit course

- Characters 1-4 should be content area abbreviation, for example: "BIOL" for four letter course abbreviations, or "ART" for three letter course abbreviations.
- Character 5 should be a space.
- Characters 6-9 should be the course number: "110" for a three-digit course number.
- Any additional text may be added to the name after the College or University's abbreviation.
- NCAA has requested that the **first 9-digits must be followed by the College or University's abbreviation**. For example: "BIOL 113 WKU". Do not include any part of the school abbreviation in the first 9-digits of the name.

**State Code:** Every course must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the State Academic Course Codes.

Type of DC course	What Course Code to Use?	Is the course a candidate for Postsecondary Readiness under the Accountability System?	Is the course a candidate for Scholarships?
<b>Career Readiness Dual Credit Course</b>	CTE course code in an approved pathway (including any approved modification)	Yes, if all additional requirements follow the <a href="#">KDE-Approved CTE Dual Credit Guidance Document</a> and the student earns a grade of "C" or above.	Dual Credit Scholarship Work Ready Scholarship
<b>Academic Readiness Dual Credit Course</b>	Search for "dual credit" in the <a href="#">Searchable State Course Codes Database</a> and choose the course code that matches the general education category assigned by the Postsecondary Institution	Yes, if all additional requirements follow the <a href="#">Postsecondary Readiness-Academic Readiness Guidance Document</a> and the student earns a grade of "C" or above.	Dual Credit Scholarship
<b>Dual Credit Course not qualifying for Career or Academic Readiness</b>	The state course code that most closely aligns to the content of the course. For example, if a student is taking a dual credit swimming course it would not count for Career or	No	Dual Credit Scholarship

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Type of DC course	What Course Code to Use?	Is the course a candidate for Postsecondary Readiness under the Accountability System?	Is the course a candidate for Scholarships?
	Academic Readiness and would use 340225 (Aquatics). Note: course 909999 (School-Defined Course) is ineligible for the Dual Credit Scholarship.		
<b>Dual Credit Placeholder</b>	Must follow the <a href="#">Guiding Principles for using course code 950001 Dual Credit Placeholder</a> Must follow the <a href="#">Guiding Principles for using course code 950001 Dual Credit Placeholder</a>	No	No
<b>Gatton/ Craft Academy placeholder</b>	For 800500 see <a href="#">Guidance Document</a> For 800500 see <a href="#">Guidance Document</a>	No	No
<b>Out-of-State</b>	If an academic course, search for “dual credit” in the <a href="#">Searchable State Course Codes Database</a> and choose the course code that matches the general education category assigned by the Postsecondary Institution; if a CTE course, use a CTE course code in an approved pathway (including any approved modification).	Yes (If the course has a strong correlation to Kentucky's General Education student learning outcomes (SLOs) as defined and adopted through policy by Kentucky's CPE – see <a href="https://education.ky.gov/curriculum/modcurrframe/Documents/Postsecondary_Readiness_Academic_Readiness_KDE_Approved_Dual_Credit_Guidance_Document.pdf">https://education.ky.gov/curriculum/modcurrframe/Documents/Postsecondary_Readiness_Academic_Readiness_KDE_Approved_Dual_Credit_Guidance_Document.pdf</a> ).	No

**GPA Weight:** Weight of course grade for Grade Point Average (GPA) calculation only. For KEES calculation, the GPA Weight must equal the **high school** credits attempted.

**Type:** Select if course is Virtual or Performance-Based. See [Virtual Performance-Based Course Set-Up and Attendance Verification](#) for additional information.

- **Virtual** – select if the student is taking a virtual course with no seat time. If the student passes this course, then the school will become eligible for Average Daily Attendance (ADA) funding for that student.
- **Performance** - select if course is a performance-based course. If the student passes this course, then the school will become eligible for Average Daily Attendance (ADA) funding for that student.  
[Performance-Based Credit](#) may be awarded for satisfactory demonstration of learning based on

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content standards described in the program of studies, [704 KAR 3:303](#), regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

**Difficulty Level:** This should be marked as DC: Dual Credit. This is required for KEES and for the Dual Credit Scholarship (DCS) Program. *The only exception to this rule is for those mixed courses where you have dual credit and non-dual credit students in the same course (see Section B) and for the [950001 Dual Credit Placeholder](#).*

**Teaching Method:** Choose from the drop-down menu the appropriate method used for instruction in this course section.

- **11: Dual Credit – District Offered** – dual credit course taught by a teacher employed by the district
- **12: Dual Credit – College Offered** - dual credit course taught by a teacher employed by a postsecondary institution

**Instructional Setting:** Choose from the drop-down menu the location where instruction takes place for this course section.

- **01: Onsite Classroom** – course taught primarily in the school building
- **02: Offsite CTE** – course taught at a vocational school away from the school building
- **03: Offsite College** – course taught at a postsecondary institution
- **04: Home/Hospital** – course taught in a home/hospital setting
- **05: Online** – course taught online
- **06: Blended Learning** – course taught in a setting consisting of both face-to-face instruction and online learning. Ideally, blended learning consists of 40-60% of the course being delivered online or digitally. There must be that face-to-face component delivered by a highly qualified teacher. The digital/online content ideally should be created, reviewed and/or endorsed by a highly qualified teacher in that content area.
- **11: Spanish Immersion**
- **12: French Immersion**

**Attendance:** The checkbox should only be checked if a certified staff member is physically present with the students to take attendance for this course daily. The attendance checkbox should not be checked when **Type** has a value selected.

**DCS School:** Choose the postsecondary institution teaching the course from the drop-down menu. This field is required for the students to be submitted to KHEAA for the Dual Credit Scholarship. If the course is a dual credit course with a postsecondary institution not participating in the Dual Credit Scholarship program, please choose 00000000: Non-Participating Post-Secondary School. Students will not be a part of the DCS report that is uploaded to KHEAA if the course is marked as partnering with a Non-Participating DCS School. *DCS School must be populated even if it is a mixed course of dual credit and non-dual credit students.*

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Note: The DCS School drop down list of participating postsecondary institutions is updated each year; therefore, this field must be reviewed annually for adjustments.

**DCS Lab Indicator:** Check this box if the course is a lab taken in conjunction with a dual credit course. The Dual Credit Scholarship program does not require a separate course for the lab unless the lab receives a separate grade than the actual course. *Labs do not count as a separate course toward the two-course limit for the dual credit scholarship program even if graded separately.*



## Data Standard Dual Credit Course

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### Section B – Dual Credit Roster Indicator

#### Campus Path: Scheduling / Courses / Sections / Roster Batch Edit

**Only used when one IC course is used for dual credit and non-dual credit students.** The DCS School is required, but the course should have none of the other dual credit indicators from Section A. The course name and settings should be for the non-dual credit option.

**99060112P101-1 Digital Literacy**  
Teacher: ATC Teacher

Section

Staff History

Roster


Attendance

Grading By Task

Grading By Student

Roster Setup

**Roster Batch Edit**

 Save

Active Students: 9

Name	Student #	Start Date	End Date	Repeat	No Credit	Dual Credit
11 AUSTIN C				<input type="checkbox"/>	<input type="checkbox"/>	
12 SKYLAR J				<input type="checkbox"/>	<input type="checkbox"/>	DC: Dual Credit
12 TIFFANY D				<input type="checkbox"/>	<input type="checkbox"/>	
12 HALLEA R				<input type="checkbox"/>	<input type="checkbox"/>	DC: Dual Credit
09 TRAVIS R		08/25/2016		<input type="checkbox"/>	<input type="checkbox"/>	
09 JONATHAN M		08/25/2016		<input type="checkbox"/>	<input type="checkbox"/>	
12 MEIGHAN H				<input type="checkbox"/>	<input type="checkbox"/>	
10 ANTHONY C		08/23/2016		<input type="checkbox"/>	<input type="checkbox"/>	DC: Dual Credit
09 DEREK A				<input type="checkbox"/>	<input type="checkbox"/>	

**Dual Credit:** Choose **DC: Dual Credit** for any student taking the course for dual credit to make a student in a mixed class eligible for submission to KHEAA in the DCS file.

Warning: Post to Transcript does **NOT** include any dual credit indicators if this option is used. After posting to transcript, edit the dual credit students' entries to show Difficulty Level of DC: Dual Credit for mixed courses and use the dual credit naming convention in Section A. This allows those students to receive the KEES GPA bump. Use state published ad-hoc filter, *Dual Credit on Roster Missing from Transcript*, to identify entries needing adjustment.

Note: **DC: Dual Credit** can be selected for an individual student in a mixed class from Walk-In Scheduler.

To produce a list of students with dual credit indicated on a course roster, use *Path: Ad Hoc Reporting / Data Export / State Published / student Dual Credit Indicator on Roster*.

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### **Section C – Staff History**

**Campus Path: Scheduling | Add Course | Section | Staff History**

See [Census, Staff Information Data Standard](#) for details on assigning staff including dual credit college professor placeholder.